

Anne Arundel County
OFFICE OF CENTRAL SERVICES
Records Management Division

Schedule No.
C-802

Page No.
1 of 2

RECORDS RETENTION AND DISPOSAL SCHEDULE

AGENCY Fire Department

DIVISION Communications

Item No.	Description	Retention
1	<u>General Correspondence</u> These files contain incoming and outgoing correspondence pertaining to the operations of division.	Retain for five (5) years, then destroy.
2	<u>Project Files</u> These file contain all information relating to current projects.	Retain until project completion, plus three (3) years, then destroy.
3	<u>Computerized Mainframe Files</u> A. Logs These files contain information on all activities within the Fire Department. B. Contract with CAD C. Contract on Radios D. Other Contrats E. Electronic Mail F. Information on Radios, Phones, etc.	Retain for 13 months then archive. for seven (7) years then destroy. Retain 3 years after CAD system replaced. Retain 3 years after Radio System replaced. Retain 3 years after Contract expires. Purge annually. Destroy all materials not needed for current business. Retain until equipment replaced plus three(3) years.

Schedule Approved by
Records Management Officer

5/8/97
Date

Jacqueline M. Lynn
Signature

Schedule Approved by
Chief Administrative Officer

5/28/97
Date

Al R. Hall
Signature

Schedule Approved by
Agency, or Division Representative

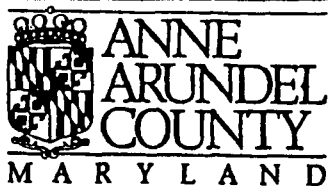
4-29-97
Date

Howard D. Whit
Signature

Schedule Approved by
State Archivist

JUL 1 1997
Date

Edward C. Papenfuss
Signature



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Page No.

2 of 2

Item No.	Description	Retention
	G. 911 Tapes	Retain until over-written.
	H. GIS Maps	Retain until map changes, then destroy.
4	<u>Digital Alarm Receiver Printout</u> Alarms on Schools, Hospitals, Nursing Homes etc.	Retain for 90 days, then destroy.
5	<u>Budget Work</u> These files contain information on budget requested.	Retain three (3) years, then destroy